



## Peace Corps – NEPAL

### VACANCY ANNOUNCEMENT

(Announcement Number: 15-006)

**OPEN TO:** All Interested Candidates  
**POSITION:** Medical Assistant  
**OPENING DATE:** June 5, 2015  
**CLOSING DATE:** June 19, 2015  
**WORK HOURS:** 40 hours per week (Full-Time)

The United States Peace Corps seeks a Nurse or Medical Assistant to serve as a contractor Medical Assistant (MA) based in Kathmandu, Nepal. The MA performs a variety of clinical and administrative duties in support of the health unit. The MA reports to and works under the direction of the Peace Corps Medical Officer PCMO(s).

The Peace Corps is a U.S. governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for over fifty years in 139 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people. (see [www.peacecorps.gov](http://www.peacecorps.gov) for additional information)

The MA is responsible for providing administrative support and, to the extent credentialed, clinical support, including but not limited to: working as the health unit receptionist, actively assisting the PCMOs in clinical procedures, screening phone calls, taking messages, maintaining records of all international phone calls and faxes, coordinating requests, medical appointments, distribution of medicines to Peace Corps Volunteers (PCVs) under the PCMO(s) oversight, and other clerical and administrative functions in support of the PCMO(s).

Clinical duties will be performed as approved by the Medical Director/Chief of Clinical Programs, Volunteer Support, with clinical oversight by the PCMO(s)

#### *Summary of Duties*

- The MA coordinates responsibilities directly with the PCMO(s). Must adhere to confidentiality regarding PCVs medical issues and possess excellent interpersonal skills.
- Clinical Support
  - Serve as a patient chaperon
  - Responsible for the sterilization of equipment
  - Responsible for follow-up on results and consultation forms from medical service providers. Ensure the information is relayed to the PCMO(s) for review
  - Conduct follow-up with laboratories when results are not received. File all results in corresponding medical charts when requested by the PCMO(s). Coordinates with support staff to retrieve PCV laboratory results and delivers PCV laboratory samples to ensure smooth processing of required tests.
  - Perform clinical privileges as approved by the Medical Director/Chief of Clinical Programs.
- Administrative Support

- Screen office phone calls and take message when the PCMO(s) are unavailable.
  - Place and return telephone calls in the health unit, including scheduling modifying and cancelling appointments in coordination with PCVs, PCMO(s) and other personnel, such as clinicians and laboratories
  - Draft correspondence such as letters, memos, fax covers, etc. at the request of the clinical staff to PCVs, laboratories, hospitals, etc.
  - Route incoming correspondence to PCMO(s), stamps and files routine correspondence.
  - Prepare mailings, including laboratory samples and medical supplies to be sent to PCVs, training sites and other destinations and forwards them to the appropriate administrative staff for mailing by courier or ground transportation.
  - Responsible for photocopying for the health unit.
  - Responsible for requesting office supplies and materials for use at the health unit
  - Regularly updates the list of medical facilities and medical service providers under the instruction and oversight by PCMO(s)
  - Assist PCMO(s) in reviewing the PCV handbook in the areas corresponding to medical information given to PCVs during Pre-Service Training (PST)
  - Updates medical facilities and medical providers addresses, contact information, and any other information required in this handbook
  - Manage the medical library in the health unit
  - Maintain a detailed list of all books and media materials such as CDs, DVDs, etc.
  - Responsible for the reception, registration, and filling of all medical bills submitted by PCVs and local medical service providers.
  - Submit bills to PCMO(s) for approval, verifying name of volunteer, date of services rendered, and that services were requested by PCMO(s).
- Medical Supply Duties
    - Ensure an adequate supply of disposable materials, maintains inventory within the medical unit, and keeps PCMO(s) informed
    - Responsible for updating medical inventory when medication/supplies are delivered. Routinely inform the Medical Supply Inventory Control Clerk (MSICC)/General Services Manager (GSM) of any updates or modifications to the medical supply inventory in order to maintain the Medical Inventory Workbook
    - Keep a n accurate control of the expiration dates of tall medicines and alerts the PCMO of upcoming expired medications.
    - Upon receipt of ordered medicines, medical kits and vaccines by Acceptance Point Clerk (APC) ensures their transfer to the health unit by the APC
    - Responsible for organization and re-shelving
    - Draft and prepare orders for supplies based on needs, historical data and inventory availability Collaborate with the PCMO(s) to order medical supplies from PC/HQ.
    - Print completed form and files with all completed PL 2006 forms according to fiscal year Assist medical staff in the monitoring of the medical supplies budget. File a copy of each transfer form from APC to the health unit in accordance with the corresponding order
- Other duties
    - Attend staff meetings, in-service training, and retreats when indicated.
    - Understand and comply with Peace Corps safety and security policies and procedures.
    - Comply with Peace Corps code of ethics
    - File all documents produced by the position in accordance with the Peace Corps rules and regulations
    - Perform other assignments considered as necessary by the supervisor.

*Qualifications and Requirements:*

- Successful completion of a nursing school (technical/university degree), general medical school, medical assistant program, and valid registered clinical licensure/diploma
- Two years of progressively responsible related experience with knowledge of administrative medical duties related to health services.
- Written and spoken English fluency.
- Written and spoken Nepali fluency.
- Experience working with Americans or other international patients highly desired
- Basic knowledge of the administration of health units/facilities, including procurement of medical supplies and inventory control.
- Clerical and secretarial experience desired.
- Working knowledge of Microsoft Office Programs (Word, Excel, Access, Outlook, Power point)
- Ability to obtain and hold U.S. visa for regular travel to U.S. to accompany Volunteer/Trainee medical evacuations.

Qualified and interested applicants should send an email to [nepaljobs@peacecorps.gov](mailto:nepaljobs@peacecorps.gov) with a cover letter and resume/CV, written in English. Applicants must also complete the applicable Privileging Form and Skills Checklist. The complete application package (Cover Letter, Resume, Privileging Form and Skills Checklist) must be submitted to the Peace Corps Office by 5:00 PM (Kathmandu time) on June 19, 2015 to be considered.